# **Annex 2. Template for Project Proposal**

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**AFoCO Project Proposal**

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| **Project code** | | | *(to be provided by the Secretariat)* | |
| **Project Profile** | | | | | | |
| Project Title |  | | | | | |
| Project Duration | Estimated start date:  Estimated end date: | | | | | |
| Implementing Agency |  | | | | | |
| Participating Country(ies) |  | | | | | |
| Project Site (Province/District level) |  | | | | | |
| Project Objectives | 1. ………………………………………………………………………………… 2. ………………………………………………………………………………… 3. ………………………………………………………………………………… | | | | | |
| Primary Priority Area *(Please tick the most appropriate (only one) target area that best fit with the project)*  *[Note: Priority areas are subject to change based on the guidance of the AFoCO Assembly]* | * 1. Initiating customized restoration & reforestation models * 2. Supporting research & development in climate change adaptation approaches * 3. Introducing systematic management on forest-related disasters * 4. Local livelihood improvement & community-based small enterprise development * 5. Strengthening institutional capabilities, diversifying resources, & promoting regional actions | | | | | |
| Secondary Priority Areas  *(Please tick the most appropriate (only one) target area that best fit with the project)*  *[Note: Priority areas are subject to change based on the guidance of the AFoCO Assembly]* | * 1. Initiating customized restoration & reforestation models * 2. Supporting research & development in climate change adaptation approaches * 3. Introducing systematic management on forest-related disasters * 4. Local livelihood improvement & community-based small enterprise development * 5. Strengthening institutional capabilities, diversifying resources, & promoting regional actions | | | | | |
| Budget and Source of Finance | Total: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| AFoCO: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| National: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_(In-cash) | | | | | |
| National: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_(In-kind) | | | | | |
| Others: US$ \_\_\_\_\_\_\_\_\_\_\_\_ (to be specified) | | | | | |
| **Proponent’s Contact Information** | | | | | | |
| Name/ Position | Mr./Ms.  Position | | | Signature  Date | | |
| Organization |  | | | | | |
| Address |  | | | | | |
| Contact | Tel: | | Fax: | | | Email: |

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| **Official Use Only** | | | | | | |
| Date of receipt | |  | | Reference No. | |  |
| PAP Review Date | |  | | | | |
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|  | Signature | | Date | | Name/Title | |
| **National Focal Point** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Notes to the Proponent**

**This project proposal is subject to the following conditions and criteria, otherwise, the proposal may not be given due consideration.**

1. The proposal should be prepared based on the project concept note and further comments of the Secretariat.
2. The proposal should be developed in accordance with the AFoCO Project Manual.
3. The proponent should ensure the originality of the proposal and its activities.
4. The proponent should ensure that the proposal is not duplicating outputs and activities of other on-going or completed projects.
5. The proponent should ensure that budget estimates are based on prevailing market prices.
6. Under the Budget Item ‘Management and Operation’, the proponent should annually allocate funds for [the DSA (USD 35/day) and round-trip airfare of two participants for their participation in] the regular AFoCO training workshop “Annual Performance and Management Review” to be organized at the AFoCO Regional Education and Training Center.
7. The project budget shall also include Program Support Fee which is up to 12% of the basic budget (all budget components which are not a Program Support charge). Likewise, indirect costs shall not exceed 20% of the total project budget. Indirect costs generally refers to expenditures that are not directly contribute and support the achievement of a particular project output.
8. In accordance with the Article 12 in the Agreement on the Establishment of the AFoCO, the project proponent is highly encouraged to make efforts to provide in-kind or cash counterpart project fund.
9. As much as possible, the proposal should not exceed 50 pages inclusive of the detailed work plan and budget breakdown. The proposal should be printed on single-sided A4 paper and the formatting requirements of the proposal document include: “Arial” font type, font size 11, 1.15 line spacing, 2.54 cm on the top and bottom margins, and 1.9 cm on the right and left margins. The proposal should be prepared in a Microsoft Word® and PDF® copy, including tables, maps, pictures, and annexes.
10. The project proponent is encouraged to provide relevant references (if any) as annexure to the proposal for use during review and project appraisal.

🙢 Contents 🙠

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4. Information on Project Site
5. Stakeholder Analysis
6. Gender Analysis and Mainstreaming

**Section B. Problem Analysis and Proposed Actions**

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3. Logical Framework Matrix
4. Perceived Project Impacts

**Section C. Description of Project Interventions**

1. Work Plan and Schedule
2. Budget

**Section D. Implementation Arrangements**

1. Implementation Arrangement
2. Reporting, Monitoring and Evaluation Arrangements
3. Environmental and Social Risk Management
4. Sustainability Mechanism

**Summary**

*(The Summary section is a brief description of the project. It should be presented in narrative form with the information of the core problem to be addressed, goals, objectives and brief description of the interventions needed to resolve the problem.) (500-600 words or 1 page)*

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**Section A. Project Context**

1. **Background**

*(Provide adequate baseline scenario, policy information, related research activities and project history to present a clear background of the problem and the need to address it. Relevant information on baseline figures and information can be attached) (800-1200 words or 1-2 page)*

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1. **Conformity with AFoCO’s Objectives and Strategic Priorities**

*(It is to exemplify how the project is in consistent with the objectives of AFoCO and which priority area will be addressed specifically.) (300-500 words)*

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1. **Regionality**

*(Is the project regional or transboundary in nature? How can the project address the issues appropriately and effectively at the regional level? Most development projects are bilateral or in line with national priorities, but for AFoCO projects, it is crucial to meet the challenges of transboundary or regional issues.) (maximum 300-500 words)*

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1. **Information on Project Site**

*(The geographical, environmental and socio-economic information with adequate baseline data of the project site(s) should be provided before project intervention. This section should also include appropriate map of the project site, environmental factors, demography and gender concerns of the project site) (400-500 words)*

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1. **Stakeholder Analysis**

*(A matrix of stakeholder analysis can be presented to identify how primary and other stakeholders are involved and will be benefited from the project.)*

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| Stakeholder analysis table   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Stakeholder group | Characteristics | Problems, needs, interests | Potential benefits | Involvement in the project | | Primary stakeholders | | | | | |  |  |  |  |  | |  |  |  |  |  | | Secondary stakeholders | | | | | |  |  |  |  |  | |  |  |  |  |  | | Tertiary and other stakeholders | | | | | |  |  |  |  |  | |  |  |  |  |  | |

1. **Gender Analysis and Mainstreaming**

*(Based on the gender information, analyze the gender related concerns and describe how this project will help address perceived gender issues). (300-400 words)*

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**Section B. Rationale and Objectives**

1. **Problem Tree**

*Identify the problem that this project will try to address with the help of a problem tree clearly reflecting the sub-causes and causes towards the identification of the core problem to be addressed (The core problem is usually reflected in the Project title).*

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| Effect  Effect  **Core Problem**  Sub-Cause (Underlying/Indirect Cause)  Sub-Cause (Underlying/Indirect Cause)  Sub-Cause (Underlying/Indirect Cause)  Sub-Cause (Underlying/Indirect Cause)  Cause (Main/Direct Cause)  Cause (Main/Direct Cause)  Effect  Effect  *Figure: Problem Tree* |

1. **Problem Description**

*(Following the preliminary problem analysis, describe core problem to be resolved/addressed. Provide adequate baseline data and information to justify the existence of the problem. Brief description/inter-relationship of the core problem vis-à-vis causes and effects should also be explained.) (1000 words or 1 page)*

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1. **Logical Framework Matrix**

*(A Logical framework matrix is needed to illustrate how the inputs and activities will contribute to the achievement of the objective of the project and what measurable indicators and means of verification will be used to evaluate the outputs. It provides a baseline for monitoring and evaluation of project achievements and/or associated issues and concerns.)*

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| Table #. Logical framework matrix   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Output/ Activities | Narrative1 | Objectively Verifiable Indicators (OVIs)2 | Means of Verification3 | Important Assumptions4 | | Goal5: ………………………………………………………………………………………………………… | | | | | | Outcome(s)6: …………………………………………………………………………………………………. | | | | | | Objective7 1: ………………………………………………………………………………………………… | | | | | | Output8 1: …………………………………………………………………………………………………….. | | | | | | Activity9 1.1: …………………… |  |  |  |  | | Activity 1.2: …………………….. |  |  |  |  | | Output 2: …………………………………………………………………………………………………….. | | | | | | Activity 2.1: …………………….. |  |  |  |  | | Activity 2.2: …………………….. |  |  |  |  | | Objective 2: ………………………………………………………………………………………………… | | | | | | Output ………………………………………………………………………………………………………….. | | | | | | Activity …………… |  |  |  |  | | Activity …………… |  |  |  |  |   1The narrative is the description of the project activities and are expressed by using an action verb.  2The OVIs show the important characteristics of the objectives and the performance standard expected to be reached in terms of quantity, quality, time frame and location  3The means of verification tell us where we should obtain the data necessary to prove the objectives defined by the indicator has been reached  4Important assumptions are events or circumstances that are expected to occur during the project life-cycle. This may include identification of policy and institutional support that leads to project sustainability including potential roles associated with certain project activities.  5The overall goal tells us the higher level objective(s) to which the project is expected to contribute to (national/regional interest).  6 Outcomes are the events, occurrences, or changes in conditions, behavior, or attitudes that indicate progress toward a project’s goals. Outcomes are specific, measurable, and meaningful.  7Objective describes the desired results of a project, which often includes a tangible item. An objective is specific and measurable, and must meet time, budget, and quality constraints.  8Outputs are specific results to be produced by the project  9Activities are the actions necessary to achieve the outputs |

1. **Perceived Project Impacts**

*(The project should provide description on how it will address the key problems and what are the perceived impacts that the project may positively contribute in the mid and long terms. Note that one output can lead to one or more outcomes and vice versa) (400-500 words)*

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| 1. Impacts at the Outcome level 2. Impacts at the Output level 3. Impacts at the Activity level |

**Section C. Description of Project Interventions**

*(Section C will be composed of two (2) matrices without narrative descriptions.)*

1. Work Plan and Schedule

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| Outputs | Performance Indicator | Responsible  Person/ Body | Annual Timeline | | | | | | | | | | | | | | | | | | | | | | | | Remarks |
| Year 1 | | | | Year 2 | | | | Year 3 | | | | Year 4 | | | | Year 5 | | | | … | | | |
| Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |  |  |  |  |  |
| ***Objective 1*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Output 1:* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *1.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.4* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.5* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Output 2:* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *2.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *2.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Objective 2*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Output 3:* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *3.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *3.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *…………* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. Budget (USD)

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| **Objective/ Output/ Activity** | **Unit Cost (USD)** | **Unit 1** | **Quantity 1** | **Unit 2** | **Quantity 2** | **Total Cost** | **Budget Allocation by Year (USD)** | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **……** | **Total Cost** |
| ***Objective 1*** |  |  |  |  |  |  |  |  |  |  |  |  |
| *Output 1:* |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.1* |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.2* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub-total (Output 1)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Output 2:* |  |  |  |  |  |  |  |  |  |  |  |  |
| *2.1* |  |  |  |  |  |  |  |  |  |  |  |  |
| *2.2* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub-total (Output 2)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Total (Objective 1)* |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Objective 2*** |  |  |  |  |  |  |  |  |  |  |  |  |
| *Output 3:* |  |  |  |  |  |  |  |  |  |  |  |  |
| *3.1* |  |  |  |  |  |  |  |  |  |  |  |  |
| *3.2* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub-total (Output 3)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Output 4:* |  |  |  |  |  |  |  |  |  |  |  |  |
| *……………………* |  |  |  |  |  |  |  |  |  |  |  |  |
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| *Sub-total (Output 4)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Total (Objective 2)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Program Support (12% of subtotal )*  *\* Financial Regulations 3.4* |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Grand Total*** |  |  |  |  |  |  |  |  |  |  |  |  |
| *\*Note: Exchange rate* | *I USD = \_\_\_\_\_\_\_\_\_\_\_ (Please use the existing UN exchange rate applied to the budget estimates.)* | | | | | | | | | | | |

**Section D. Project Implementation**

1. **Implementation Arrangement**

*(Illustrate the project implementation arrangements in the form of an organogram. The organogram should include those institutions and organizations that will be collaborating with the IA in carrying out Project activities at different levels of implementation. As part of implementation, it will also cover how primary and other stakeholders are involved and linked each other in the project structure. Also provide the indicative number of staffs to be involved in the project) (400-500 words)*

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1. **Reporting and Monitoring Arrangements**

*(Monitoring arrangements must be formulated in line with logical framework matrix, AFoCO project manual and related guidelines.) (300-500 words)*

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1. **Environmental and Social Risk and Management**

*With reference to the environmental and social risk category for the project, identify the specific potential risks and identify mitigation measures. For low risk project, integrate relevant mitigation in the project logical framework matrix as identified under ‘important assumptions’. For medium and high risk projects, carry out Environmental and Social Impact Assessment and accordingly suggest mitigation measures through and Environmental and Social Management Plan as specified in the AFoCO’s Environmental and Social Management System. Please indicate relevant domestic policies/guidelines relative to Environmental and Social Impact Assessment and Planning (400-500 words)*

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| |  |  | | --- | --- | | **Potential Risk** | **Mitigation Measures** | |  |  | |  |  | |  |  | |

1. **Sustainability Mechanism**

*(This will clarify how to sustain the results and outcome of the project in the aftermath of the project and clarify the political support, institutional capacity of the beneficiary, and* *sustainability in environmental, financial and technological aspects consistent with those that are identified in the logical framework matrix under ‘Important Assumptions’.) (400-500 words)*

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